

# DWS Administrative Policy Manual

## 1301 Employee Code of Conduct

Effective March 27, 2006

Replaces/Supersedes Policy dated:  
October 4, 2004

### 1301 Purpose/Background

The purpose of the Department of Workforce Services Employee Code of Conduct policy is to provide information to Department employees regarding their work environment and to highlight certain expectations that the Department has relative to the behavior of every employee. This policy provides guidance on the Domestic Violence in the Workplace.

### 1301-12 - Domestic Violence in the Workplace

Domestic Violence in the Workplace The department is committed to providing a workplace that is free from domestic and sexual violence for all employees. This policy section implements policies and procedures to report incidents of domestic violence and methods to reduce the risk of domestic violence occurring in the workplace.

1. The department will not tolerate any type of domestic violence in the workplace committed by or against employees.
2. Definition: Domestic violence is an act of violent conduct or coercive tactics perpetrated by an individual against a cohabitant. Domestic violence may include stalking or various kinds of abuse including physical, psychological, sexual, economic, and emotional abuse.
3. Safety Procedures: The department shall utilize the workplace safety procedures provided in the DWS Workplace Violence Policy.
  - a. Individuals who use state facilities or resources to facilitate or perpetrate an act of domestic violence may be subject to prosecution. An employee who commits an act of domestic violence at the workplace may also be subject to disciplinary action, up to and including termination.
  - b. The department shall take appropriate measures regarding the safety and security of the workplace and provide employees a referral for assistance to a domestic violence service provider, a victim advocate program and, if necessary, to a shelter.
  - c. If agency management become aware of a violation of a protective order in the workplace the violation shall be reported to law enforcement.
4. Counseling.
  - a. An employee who is the victim of domestic violence may request assistance from their supervisor, manager, or the departments Employee Assistance Program (EAP) representative. Employees who have reason to

believe they may be subject to future domestic violence may also seek assistance.

- b. Employees who perpetrate acts of domestic violence are encouraged to seek assistance and contact the departments EAP representative.
- c. It is the responsibility of the employee to pay all costs associated with participation in a treatment program.

5. Adjustment of work schedule.

- a. a. Victim - If an employee is a victim of domestic violence and has a demonstratable need to be absent from work to obtain or arrange for medical care, counseling, legal consultation, criminal and/or civil court proceedings, or relocation, management may grant the employee flexibility to arrange the work schedule in order to prevent lost wages in accordance with DHRM rules.
- b. Abuser - Management may adjust an employees work schedule to allow the employee to attend a domestic violence perpetrator treatment program.

6. Confidentiality.

- a. HR shall maintain and store a separate record of all domestic violence complaints and investigations. Supervisors shall not keep any files regarding complaints or investigations of domestic violence. Complaints and investigation documents shall NOT be placed in any employee personnel files.
- b. Records relating to reporting and investigation of domestic violence are classified as controlled under the Utah Government Records Access and Management Act (GRAMA), Utah Code Annotated §63-2-101, et seq.

7. Training for Managers and Supervisors.

- a. New Supervisors: All management staff that supervise employees shall complete a department approved Domestic Violence training course within 6 months of hire.
- b. Refresher Training Courses: All administrators, managers and supervisors shall complete a department approved Domestic Violence training course at least once every three years.
- c. Documentation of Training. Documentation of training completion shall be maintained in the administrators, managers or supervisors permanent personnel files.